



# CWI Academic Suspension Information Sheet

One Stop Student Services - onestop@cwidaho.cc - 208.562.3000 phone - 888.562.3216 fax  
P.O. Box 3010 - Nampa, ID 83653 - www.cwidaho.cc

LAST NAME FIRST NAME M.I.

STUDENT ID

EMAIL ADDRESS OR PHONE NUMBER (INCLUDING AREA CODE)

DATE OF BIRTH

## PROGRAM OVERVIEW

To be in Good Academic Standing status at the College of Western Idaho (CWI), students must have cumulative CWI Grade Point Average (GPA)<sup>1</sup> of 2.00 or above. Students who earn a cumulative CWI GPA that falls below 2.00 are placed on Academic Alert status for the following term and will remain on that status until their cumulative CWI GPA is at least a 2.00.

Students who have not earned at least a 1.5 cumulative CWI GPA will be placed on Academic Probation status for the following term. Students will remain on probation until their cumulative CWI GPA is at least 1.50.

Students who enroll under academic probationary status and then do not earn at least a 1.50 CWI GPA for that enrollment period will be placed on Academic Suspension status. To encourage students to continue their education and repair their academic record, this policy allows students to remain in school, but only under the strict confines of a Suspension Contract.

Under the Suspension Contract, the student's access to register will be blocked and they will be allowed to complete that process only through the Academic Advisor who will be assigned to them. Students will be given that first semester under contract and the following semester to establish and maintain "successful" contracts. A contract is "successful" if the student completes all of the assigned courses with a "C" grade or higher. While under the Suspension Contract, at least one of those first two semesters must be "successful" to avoid suspension as described in the next paragraph. Once a successful contract has been established, all semester contracts must be maintained in a "successful" manner. Students who maintain "successful" contracts each semester will be allowed to continue in school on contract until their cumulative CWI GPA reaches at least the 2.00 level, placing them in Academic Good Standing status and releasing them from the Suspension Contract process.

If students are unable to maintain "successful" contracts, they will be suspended from school for one (1) semester (not including summer). As they return to school, they will remain under the Suspension Contract and will again follow the process as described above. If they are again unsuccessful, they will be suspended for one (1) full academic year (fall, spring, and summer). Students who are dismissed for one semester or one full academic year have the right to appeal, in writing, for re-instatement through the Dean of Student Services. The Dean of Student Services or designee will conduct the appeal process and shall provide a decision to the appellant. The Dean of Student Services' decision is final.

## PROGRAM REQUIREMENTS

Students who are placed on Academic Suspension status will be notified by the Registrar following the report of grades at the end of each semester. They will be directed to come in and talk with an Academic Advisor to discuss their situation and make plans to continue in school under the Suspension Contract. If they choose to sit out for a period of time, their ability to register will be placed on hold until they return and make arrangements to register through One Stop Student Services under the a Suspension Contract.

The Suspension Contract is administered through an Academic Advisor with the primary objective of raising the student's cumulative CWI GPA<sup>1</sup> to a 2.00 level or higher which would allow them to continue to work on their educational goals and graduate. Repeating classes with grades of D and/or F will be of primary concern. All contract classes must meet declared major requirements or address required preparatory classes as identified through the college catalog. Changing the declared major without the advisor's permission will deem the agreed upon Suspension Contract unsuccessful.

All financial aid, scholarship and other private, state or federal agency guidelines must be followed, but will not be the determining factor in planning the Suspension Contract. It is the student's responsibility to be in contact with the Financial Aid and Scholarship Office or other agencies (insurance, U.S. Citizenship and Immigration Services, Veterans Administration, etc.) where a lower number of credits taken during a semester may affect their eligibility for funding, compliance or other services. The Academic Renewal policy will not be available to students who are under the Suspension Contract. Final determination of

<sup>1</sup> Students who were formerly CSI students must bring their combined CSI/CWI cumulative GPA to the required level of 2.0 or higher.



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contract requirements, including number of credits and class selection, will be made by the One Stop advisor.

Other activities that may be required as part of the Suspension Contract include periodic grade reports gathered by the student to monitor class progress, career counseling through the CWI PACE program, placement retesting (COMPASS/ESL) to determine appropriate class levels, periodic contacts with One Stop staff, as-needed meetings with their Academic Advisor to assist with class selection and planning, and/or other changes that could help support and encourage a successful semester experience.

All students on Suspension Contract must be completely registered by the end of the business day on the first day of the semester. The late registration period after the term starts is not available to students on Suspension Contract. If students are not directly available to complete the Suspension Contract and/or registration process by the above deadline, registration will be delayed until the next semester.

Students will remain on Suspension Contract until their cumulative CWI GPA<sup>1</sup> reaches 2.00 or higher. The Suspension Contract agreement will be revised each semester following the posting of grades. Once a student is completely registered for courses, only the reduction of credit schedule load, auditing a class that is indicated on the class schedule, adding a course(s) that has not started due to class cancellations beyond the student's control, moving into a lower course level, or moving to a different class section (with the approval of the intended class instructor), will be allowed under the supervision of the assigned One Stop advisor and these Suspension Contract course changes must be made by the end of the business day on the last day to add a class. Any other modifications to the Suspension Contract will render that specific Suspension Contract unsuccessful.

Students who registered prior to being notified of their Academic Suspension status will be required to come to the One Stop Student Services office to re-evaluate their classes and schedule under the Suspension Contract. If an appointment to create a Suspension Contract is not completed by the first day of each semester, classes will be dropped and the student will not be allowed to re-register that semester.

Academic Suspension status is completely determined by CWI GPA<sup>1</sup>. Grade issues must be discussed with the faculty. Beyond grade issues, the Suspension Contract agreed upon is not open to an appeal.

To begin the process of creating an Academic Suspension Contract, students will type two separate statements to be included with the contract. The first statement shall explain fully the circumstances which caused the student to not make satisfactory progress. **Provide detailed/specific information.** If there was more than one semester in which there were difficulties, explain what happened each semester. Include a second statement explaining what changes will be made to improve grades and/or overcome problems noted in Statement #1 and describe the steps that will be taken in the future to improve academic performance. **Be specific about goals and the courses needed to meet those goals.** Sign and date both statements.

I have read the above information and have initialed each paragraph indicating my understanding of each. I would like to request to be allowed to continue in school this next semester under the CWI Suspension Contract process. I will follow the Suspension Contract and the procedures as outlined with the purpose of raising my cumulative CWI GPA<sup>1</sup> to 2.00 so I can continue my education at CWI and successfully accomplish my educational goals. Circumstances not specifically addressed in the Suspension Contract will be resolved on a case-by-case basis by the assigned advisor.

Student Signature

Date

Advisor Signature

Date

Student received copy (Initials) \_\_\_\_\_

Written statements are attached (Initials) \_\_\_\_\_

Scan for Registrar's office: Y / N Initial: \_\_\_\_\_

Scan for Financial Aid: Y / N Initial: \_\_\_\_\_



# CWI Academic Suspension Contract

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\_\_\_\_\_  
LAST NAME FIRST NAME M.I.

\_\_\_\_\_  
STUDENT ID

\_\_\_\_\_  
EMAIL ADDRESS OR PHONE NUMBER (INCLUDING AREA CODE)

\_\_\_\_\_  
DATE OF BIRTH

This contract agreement is a tool provided by the Administration of the College of Western Idaho to assist you in the process of establishing your academic status towards Good Academic Standing status at this institution. Your ability to continue to use this school to pursue your educational/career goals will be based on your performance within this agreement and needs to be taken seriously by you.

The College understands that all of our lives are full of changes, some we are able to plan for and some that are unexpected. This contract will be set up to address your specific educational needs and will be very structured to help you meet those needs. Once the contract is finalized there will be restrictive limitations to the amount and type of changes which can be made to the Suspension Contract and still make the contract “successful”. Once a student is completely registered for courses, only the reduction of credit schedule load, auditing a class that is indicated on the class schedule, adding a course(s) that has not started due to class cancellations beyond the student’s control, moving into a lower course level, or moving to a different class section (with the approval of the intended class instructor), will be allowed under the supervision of the assigned advisor and these Suspension Contract course changes must be made by the end of the business day on the last day to add a class. Any other modifications to the Suspension Contract will render that specific Suspension Contract unsuccessful.

Internship, independent study, co-op type classes will not be available for use. The use of classes taught online may be considered under special circumstances only. The Academic Renewal policy will not be available to students who are under the Suspension Contract. While on Suspension Contract, no change of declared major will be made by the student without approval from the assigned advisor. Changing your declared major without the advisor’s permission will deem the agreed upon Suspension Contract unsuccessful.

Too much change, even change due to circumstances beyond your control, may make it necessary to discontinue the Suspension Contract for this semester. CWI Administration has given you two consecutive semesters to prove your ability to meet the contract standards. We sincerely hope you are able to do that and then continue in school with us. If not, you will be dismissed from school for one (1) semester (not including summer). When you return, you will again be under the Suspension Contract program with the next suspension period being for one (1) full academic year (fall, spring, and summer).

Note: Students on a Suspension Contract will follow the Suspension Contract stipulations which may be more restrictive than the published College rules and regulations, with the primary advising role being assigned to the One Stop Student Services office until the Suspension Contract process is completed.

*[For further Suspension Contract and procedure information, please refer to your copy of the Suspension Contract Information sheet.]*

This contract will be considered “successful” if you complete all assigned courses at a “C” grade or higher. You will remain on Suspension Contract until your cumulative CWI GPA<sup>1</sup> reaches at least the 2.00 level as needed for Good Academic Standing status. After reviewing the above information, the next part of the contract process is determining the appropriate number of credits to be taken and the classes to be included in your schedule. We hope this semester goes well for you.





## Degree Completion Plan – Advising Worksheet

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\_\_\_\_\_  
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\_\_\_\_\_  
M.I.

\_\_\_\_\_  
STUDENT ID

\_\_\_\_\_  
DATE OF BIRTH

The advising relationship is an important one within the college community, and both advisor and advisee understand there is an open invitation to seek advising services when needed or desired. It is recommended all basic skills course requirements (especially pre-college level courses in English and math) be completed first. Once basic skills requirements are met, the student and advisor should discuss the degree of choice and select courses appropriate for the program. It is important to pay close attention to courses that are sequential or only offered during certain semesters.

You can use the grids below to plot sequential courses and lay out a big-picture plan for completing your CWI degree. Not all courses are offered every semester, but this tool will help you visualize the way courses work together in order. This grid can be used to provide a degree completion plan for academic suspension status.

Semester:	
Course Code	Credits

Semester:	
Course Code	Credits

Semester:	
Course Code	Credits

Semester:	
Course Code	Credits

Semester:	
Course Code	Credits

Semester:	
Course Code	Credits

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date